



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (T)

\$2,348-2,855

MARKET CONDUCT BUREAU

LOS ANGELES

RESPONSIBILITIES:

Under the supervision of the Bureau Chief of the Consumer Services Division, Market Conduct Bureau, the Office Technician will provide a variety of secretarial and technical support/tasks for staff of the Market Conduct Bureau to include, but not limited to, assisting Bureau Chief with the planning, organization, and scheduling of insurance company examination assignments; accurately inputting and updating Oracle online exam system to include exam schedules; independently composing, typing, and editing various letters, reports and other documents; developing, maintaining, and monitoring expenditure control system for Bureau's training and travel budget using Excel spreadsheets; answering/screening Bureau Chief's telephone calls and handling/referring as appropriate; processing and reviewing incoming mail, distributing to appropriate staff; maintaining schedule and coordinating the appointments/activities and calendar of the Bureau Chief; coordinating travel and facilities logistics; assisting Bureau staff with travel arrangements as needed; and other related duties as assigned.

DESIRABLE QUALIFICATIONS:

Excellent computer skills and experience with Microsoft Office software (Word, Excel, Access); excellent interpersonal skills and ability to work cooperatively with others; ability to communicate effectively with staff and the public both orally and in writing; accurately perform highly detailed work independently; follow oral and written directions, and ability to handle multiple projects/assignments efficiently and in a timely manner.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, reinstatement) on the State application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christopher Flora, Department of Insurance-Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OT #342-1139-001" on the State application.** For additional information, please call (916) 492-3260.

FINAL FILING DATE: **June 8, 2001 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit state application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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